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(JULY -

CONFIDENTIAL

Chief, Management Staff

15 September 1959

Chief, Records Management Staff

Weekly Report for Week Ending 16 September 1959

1. Contributions

a. Tangible

(1) One office transferred 205 cu. ft. of inactive records to the Records Center.

(2) Completed one new and three revised forms.

(3) Completed installation of filing system in CSD/OP. As a result two cubic feet of obsolete records were destroyed.

b. Intangible

(1) Director of Training approved proposed series of Filing Workshops. Announcement of the Workshops will appear in next OTR Bulletin.

2. Assignments - Active

a. Forms

(1) Eleven new and thirteen revised forms.

(2) Teletype Dissemination Information Reports and Systems.

(3) Revision of Dispatch Forms.

(4) Improved Management of Stocked Forms.

(5) New Building Project

Records Control Schedule has been approved.

(6) Expediting Printing of Information Reports.

(7) Courier Receipt and Log Record and Agency Multi-purpose Envelope.

(8) Improvement of Quality of Information Reports Production.

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b. Shelf Filing

(1) Office of Personnel

(2) Contact Division [redacted] 25X1

(3) Office of Security

(4) OCS

(5) OER

25X1 [redacted]

This is to be a test installation for possible expansion into other secure areas [redacted] 25X1

(7) Communications/TTT Staff

c. Filing Systems

(1) FBIS

(2) Medical Staff

(3) Office of Personnel. See 1 a (3).

(4) SR/DD/P

Drafted floor plan and filing arrangement for housing of 150,000 3 x 5 cards.

(5) Watch Office

(6) General Counsel

Assisting OGC in preparing a card file and mailing list of individuals to be invited to the laying of the corner stone for the new building.

d. Records Control Schedules

(1) Executive Registry

(2) FI Staff

(3) New Building Site

25X1 [redacted]

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e. Special Projects

(1) Revision and Reorder of Overnight Storage Boxes

(2) DD/P Support Records

(3) Predecessor Agency Records

(4) Entrance-on-duty and Refresher Training Workshop in Filing. See 1 b(1).

(5) Demonstrator File on Subject-Numeric Systems.

f. Vital Records

3. News

(1) Due to the large number of requests for service this week, no records were destroyed at the Records Center.

[redacted] 25X1

Distribution:
Original - Addressee

25X1 [redacted]

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